

DEPARTMENT OF THE ARMY  
U.S. Army District, Rock Island  
Clock Tower Building - PO Box 1004  
Rock Island, Illinois 61204-2004

NCRDD  
MEMORANDUM  
NO. 1-1-4

1 May 1987

Administration  
SMOKING IN NORTH CENTRAL, ROCK ISLAND

1. **PURPOSE.** This memorandum establishes procedures and responsibilities for smoking in North Central, Rock Island (NCR)

2. **APPLICABILITY.** This memorandum applies to all office and field elements of NCR.

a. It is applicable to all organizational elements that occupy space in/on conveyances, offices, buildings, or facilities over which NCR has custody and control.

b. This policy does not cancel or supersede other instructions which control smoking because of fire, explosive, or other safety considerations.

3. **REFERENCES.**

a. AR 1-8

b. DOD Directive 1010.10.

4. **POLICY.** The smoking of tobacco products within NCR occupied space will be prohibited, except within smoking areas that are established to avoid undue inconvenience to persons who choose not to smoke. Supervisors are encouraged to place smoking areas so that the efficiency of work units is not impaired. Guidelines about smoking policies for NCR are as follows:

a. Nonsmoking areas shall be designated and posted in all eating facilities. Smoking within eating facilities will be permitted only if enclosed and ventilated space is available in order to provide non-smoking employees a healthy, smoke free environment.

b. Smoking areas will not be designated within auditoriums, conference rooms, classrooms, hallways, walkways, restrooms, gymnasiums, fitness centers, or elevators.

c. Smoking will be prohibited in military directed vehicles (e.g., buses, sedans, vans, or aircraft).

---

\*This Memorandum supersedes Memorandum No. 1-1-4 dated 30 June 1983.

Memorandum 1-1-4  
1 May 87

d. Smoking is prohibited in the office/work areas of the Clock Tower and Annex. At field locations the supervisor in charge will designate smoking areas to accommodate smokers.

**5. RESPONSIBILITIES.**

a. Notices which state that smoking is prohibited except in specifically designated areas will be displayed at the entrances of NCR occupied space. The location of designated areas will be displayed at entrances of NCR occupied space. The location of designated areas will be posted for visitors information.

b. Notices stating that smoking is prohibited will be installed in official vehicles in accordance with AR 1-8.

c. Materials addressing the relationship between smoking and good health will be provided to educate employees who want to quit smoking.

d. The chairperson of meetings held in NCR conference rooms is responsible for announcing the no smoking policy. The senior grade employee in attendance is responsible for ensuring enforcement of the smoking policy. Breaks are to be scheduled at regular intervals to accommodate all employees.

e. The supervisor in charge of the crew using an assigned vehicle or the senior official in the motor pool vehicle will be responsible for enforcement of the no smoking policy within the vehicle.

f. All employees have the responsibility to comply with this established smoking policy. Observed violations should be brought to the attention of the offender and/or reported to the supervisor.

g. Any new or planned changes to facilities will include a study to identify the number of smokers/nonsmokers and provide for the availability of properly enclosed and ventilated smoking areas.

h. Stop-smoking clinics will be made available until all interested employees have had the opportunity to attend.

FOR THE COMMANDER:

LARRY E. JONES  
Acting Executive Assistant

DISTRIBUTION:  
E